

## **Special Minimum Building Line Block** **About the Application**

### **Submittal Requirements:**

A complete application must be submitted to the Planning & Development Department. The application needs to:

1. Be signed by at least one owner of a lot within the proposed boundaries;
2. Include a list of the lots within the proposed boundaries. The list must show:
  - a. The address of each lot;
  - b. The land use of each lot;
  - c. The building lines of existing buildings; and
  - d. Any lots that have a building line established by deed restrictions.
3. Show evidence of support from the owners within the proposed boundaries;
4. Include a survey of at least one lot on each blockface; and
5. Include a map of the proposed boundaries. The map can be hand-sketched or created using the MyCity online mapping tool.

### **Minimum Eligibility Criteria:**

An area is eligible for designation as a special minimum building line block if it:

1. Has at least one blockface, but not more than two opposing blockfaces;
2. Contains all lots on each blockface;
3. Forms a contiguous area;
4. Has at least 60% of the lots developed for or restricted to single-family use (exclusive of land used for a park, library, place of worship, or school); and
5. Contains at least one lot that does not have a minimum building line established by deed restrictions.

### **Designation Considerations:**

When reviewing whether or not to establish the special minimum building line designation, the City must determine:

1. The area has a identifiable lot size character;
2. That by establishing the special minimum building line requirement, the identifiable building line character of the area will be preserved;
3. There is sufficient support for the application to designate the special minimum building line requirement; and
4. The application meets the *Submittal Requirements* and *Minimum Eligibility Criteria* detailed above.

**For more information please visit [www.houstonplanning.com](http://www.houstonplanning.com) or contact:**

Kevin Calfee  
Planning & Development Department  
(713) 837-7768  
[kevin.calfee@houstontx.gov](mailto:kevin.calfee@houstontx.gov)



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

## **Special Minimum Building Line Block** **Application Process**

### **Step 1 – Submit a complete application**

The applicant submits the application to the Planning & Development Department. Staff then reviews for completeness. If the application is incomplete it will be returned to the applicant with an explanation of what is needed to complete the application.

### **Step 2 – Notification to residents**

Within 15 days of receiving a complete application, the Planning & Development Department will send out notification to property owners within the proposed boundaries. This starts the 30 day protest period for property owners that wish to object to the designation. Notification signs will be posted in the neighborhood.

### **Step 3 – 30 day protest period**

After the 30 day protest period, one of the following actions will occur:

- If the application has 51% support and no protest, the Planning Director will refer the application directly to City Council;
- If the application has 51% support and a protest, the Planning Director will refer the application to Planning Commission; or
- If the application has less than 51% support, the Planning Director will refer the application to Planning Commission.

### **Step 4 – Planning Commission hearing**

For all applications that must go before the Planning Commission, a notification letter will be sent to property owners 15 days before the hearing date. Applications recommended for approval by the Commission will be forwarded on to City Council. The process will end for applications denied by the Commission.

### **Step 5 – City Council action**

City Council has the final decision on applications that are approved by the Planning Commission. City Council action to approve or deny the designation is final.